

PROVIDER AND INSTRUCTOR FREQUENTLY ASKED QUESTIONS

PROVIDERS

Record-keeping

1. What information is a provider required to maintain?

Provider records must be maintained for 4 years and contain information relating to student instruction, including, but not limited to:

- The dates and number of hours of classroom and behind-the-wheel instruction given the student, signed by the instructors that gave the instruction.
- Complete registration and achievement records for each student. Achievement records must include the knowledge test answer sheet(s) which includes the Unique Identifier number(s) of the test(s) taken. The answer sheets for failed tests must also be retained.
- A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
- A copy of the signed contract between the school and the student.
- The information contained on a course completion report for the student.
- Student attendance.

2. Where are provider records maintained?

Records must be maintained at the provider's business office location. Student records cannot be maintained at individual classroom locations.

3. What if a provider ceases operation?

If a provider ceases operation, records must still be maintained at an established site for not less than four years. See below on reporting close-out information.

Reporting

1. What reports are providers required to submit and when?

- a. DES-101 Program Request form – This form lists locations, dates, times and instructors for Segment 1, Segment 2, or truck driver training classes (if applicable). The form must be submitted at least 10 days prior to the starting date of the class.
- b. DES-102 Program Completion Data form – This form lists the students who attended a Segment 1 or Segment 2 class, and the certificates of completion that they received. The form must be submitted no later than 10 days after the session has ended. This is for teen programs only.
- c. DES-022 Driver Education Instructor Employment form – This form must be submitted prior to an instructor's start date and immediately upon an instructor's departure.

- d. Truck driver training biannual report – Due on April 15th and October 15th of each year, this report lists names, addresses, and driver license numbers for those students enrolled since the last report, and student pass/fail information.
- e. Year-end report – Each provider must submit a year-end report, which indicates the number of students who pass and fail each type of program offered.
- f. DES-024 Classroom Approval/Fire Marshal Verification form – This form must be submitted prior to adding a classroom location.
- g. DES-018 Training Vehicle List – This form must be submitted when new training vehicles are added.
- h. Close out report – When a provider ceases operation, a close out report must be submitted, which includes an inventory of certificates of completion (teen programs only), and identifies where records will be stored.

Curriculum

1. How can I obtain additional copies of the curriculum?

Additional copies of the curriculum can be obtained by contacting the American Driver and Traffic Safety Education Association (ADTSEA) directly. Visit their Web site at <http://www.adtsea.org>, or telephone toll free (877) 485-7172. The curriculum can also be obtained through the Michigan Driver and Traffic Safety Education Association. Visit their Web site at <http://adtsea.org/michigan>, or telephone toll free (800) 419-9509. You may duplicate the Michigan Curriculum Guide as needed.

2. The ADTSEA curriculum references unit tests, but I did not receive any in the packet I received from the Secretary of State. Why didn't I get them, and or how can I get them?

The tests are written specific for each unit in the ADTSEA curriculum. Since the prescribed Michigan Curriculum Guide does not follow the ADTSEA units as written, and in some cases parts of the ADTSEA curriculum are not recognized at all, the tests as written may be confusing. You may, however, order ADTSEA-specific materials. See #6 above for contact information.

3. Can I decide not to use the new curriculum, and continue to use the curriculum I currently have? What criteria must be met to qualify as an approved alternative curriculum?

Yes, the law does allow a teen provider to utilize a curriculum other than the prescribed model curriculum. The Secretary of State may approve an alternative curriculum if it substantially meets or exceeds the standards of the prescribed model curriculum. See Section 7 in your Driver Education Curriculum Guide for details or visit: [http://www.michigan.gov/documents/sos/DES - 201 Driver Education Curriculum Guide 215706 7.pdf](http://www.michigan.gov/documents/sos/DES_-_201_Driver_Education_Curriculum_Guide_215706_7.pdf)

4. How do providers access the web-based test software?

Authorized users will log in to a secured web-based program and print versions of both the Segment 1 and Segment 2 tests.

5. What is the passing score for each knowledge test?

The minimum passing score for both the Segment 1 and Segment 2 tests is 70%.

6. Is there a limit on the number of times a student can take a test?

Yes. A student may only take a test 3 times, the initial test and up to 2 retakes.

7. Can a Scantron or other testing scoring system be used?

Yes, electronic scoring is permissible. However, the Unique Identifier number of the test that a student takes must be recorded on the answer sheet and retained in the student's file.

8. Will there be a different test available for students with special needs?

No. Special needs students must pass the test version being utilized for the class they are attending. Providers are permitted to administer the test orally, or record the test onto an audiocassette for a student's use.

9. Can a special needs student take the test more than three times?

No, unless another law is identified that would supersede the power of the Secretary of State to prescribe the number of times a student may take a test.

10. Will the new tests be available in languages other than English?

No. The test will only be available in English.

11. If I have to use multiple versions of a test, or want to give more than two, how can I keep track of tests and answer keys?

When you generate a test, a scoring sheet and answer key is also generated. All three have a similar Unique Identifier number, which will allow you to match each with the other.

12. How many times will the test versions be changed? This in turn will affect how many copies will have to be made up.

The current pool of 400 Segment 1 questions and 80 Segment 2 questions along with the test software will allow for a unique test every time a provider requests a new version. Providers must not keep any test in circulation more than 12 months.

13. Is there a mandatory textbook to be used with the new curriculum?

There is no mandatory textbook. The curriculum does provide a list of four textbooks that best fit with the instructional standards. A provider is not bound by this list, but should use a textbook that adequately complements the curriculum.

21. My DVD is not working.

If it is the ADTSEA Driver Education Curriculum 2.0, contact ADTSEA (see question #6 for contact information). ADTSEA will also work with AAA to replace any of theirs that may be defective. If you have a problem when using a computer, try inserting the DVDs in a DVD player. Problems reported so far have been with computer use.

- 1. What is the deadline for meeting professional development requirements?**
Professional development requirements must be met by the time your original instructor certificate expires (2 years from the date of issuance), and during each 2-year renewal cycle.
- 2. What are my options?**
Professional development options are posted on the Web site, and are be updated periodically.
- 3. Are additional options being considered?**
Additional options are being identified at this time. As they are approved, they will be added to the Web site.

Range

- 1. What is a multiple vehicle driving facility or “range”?**
A multiple vehicle driving facility (range) is an off-street course that enables the driver education instructor, from a position outside the vehicle, to use electronic or oral communication to teach and supervise several students simultaneously, each of whom is operating a vehicle designed for that type of instruction. This only applies to teen programs.
- 2. What are the minimum requirements to operate a range?**
A few of the minimum requirements are:
 - Minimum 150' x 300'.
 - No less than 4 vehicles operating at the same time.
 - Instruction includes 2-way traffic and points of conflict.For a full list of the requirements, and to obtain the DES-023 Range Application and review a sample lesson plan, visit the Driver Education Web site.
- 3. What is the range application fee?**
For an original range application, the fee is \$125 per site. To renew each site, there is a \$75 fee. Renewal of range use is required every two years.

INSTRUCTORS

- 1. Why can't the Live-Scan being used for the Secretary of State also be used for a teacher or substitute teacher for their school system?**
The law only allows the Secretary of State to use the criminal reports to determine an applicant's eligibility for certification.

2. Does an instructor have to get a Livescan every time there is a renewal for certification?

No, a fingerprint-based criminal background check performed for the Department is valid for four years. If an applicant submitted a criminal background check upon original application, then the applicant will need to undergo a fingerprint based criminal background check every four years after that.

3. Once I receive my certification, what do I need to do?

Once you have your instructor certificate, you are required, by law, to provide a copy of it to your employer(s). It would also be in your best interest to make sure your employer(s) submit a DES-022 Driver Education Instructor Employment Form to the Department listing you as an employee.

4. I have a conditional instructor certification. How do I convert it to an original instructor certificate?

You must submit verification that you have successfully completed all four instructor preparation courses. Once that is done, you will receive an original instructor certificate.